



# United States Department of the Interior

NATIONAL PARK SERVICE  
Washington, D.C. 20240

## Memorandum

To: Assistant Secretary for Fish, and Wildlife, and Parks

Through: Deputy Director, National Park Service

Through: Chief, Office of International Affairs

Through: Regional Director / Associate Director *[whichever is relevant]*

From: Superintendent/Supervisor/Division Chief

Subject: Request Approval for \_\_\_\_\_ to Travel to (destination), on (dates) 2005

Request: We are requesting that you approve travel to \_\_\_\_ for \_\_\_\_\_.

We are monitoring the global security situation and the assignment will not go forward if the U.S. Embassy does not allow it.

Evaluation Factors for International Projects/Travel:

**Established relationship w/a country or organization; usually a formal agreement.**

**Demonstrable results**

**Significant potential for capacity building in the country.**

**Urgent and compelling need**

**Shared natural or cultural features**

**Issues of common concern.**

**Important to U.S. foreign policy.**

**Potential for effective follow-through.**

**Discernible benefits to U.S. parks and NPS.**

**Cost-effective.**

**Cost sharing with another country or partner(s):**

**Is NPS the best agency to do the project?**

I concur: \_\_\_\_\_ Date: \_\_\_\_\_  
Regional Director or Associate Director (WASO Only)

I do not concur: \_\_\_\_\_ Date: \_\_\_\_\_  
Regional Director or Associate Director (WASO Only)